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25 Apr 62

**MEMORANDUM FOR: Executive Officer**

**SUBJECT : Status Report on Copy Machine Study**

1. In accordance with your memorandum of 13 November 1961, a review was made of the copy-reproduction requirements of the Office of Security. Immediate attention was given to the copy-machine requests from the Security Research Staff and PSD, Clearance Branch attached to your memorandum. I promptly met the Chiefs of these two offices and discussed with them their copying needs. By 22 November, my initial study developed the attached floor diagram of ten reproduction machines on hand. (TAB A)

2. The Executive Staff thermafax was moved to A&TS and then transferred to [ ] Clearance Branch.

3. The Security Research Staff was informed of the existence of a thermafax machine in an adjoining office (Phy. Sec. Division, Survey Branch) available for SRS use. [ ] were also advised of the availability of Headquarters Printing Services in the Office of Logistics to meet an immediate need to reduce a backlog of documents to be copied.

4. The advantage of a copy machine in the SRS area was quickly apparent and discussions with [ ] and his Staff convinced me of their justifiable and continuing need for a machine. However, I felt the several reproducing facilities, not previously available, could serve SRS needs temporarily until an appropriate copy machine could be found.

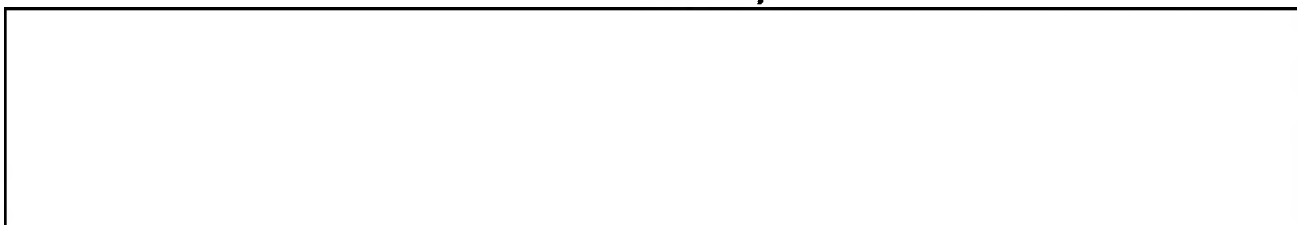
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5. To date the several machines considered are:

- a. Thermafax - Copy produced is temporary and poor.
- b. Verifax - Chemicals
- c. Autostat - Chemicals
- d. Oxalid - Chemicals
- e. Mimeofax - Japanese model - 10 minutes per copy.
- f. Stenafax - Three minutes per copy. Emits radio impulses.
- g. Xerox-914 - Very good product. Machine is half as large as a desk.
- h. Apeco Electrostat - Good for single copies. Table model.
- i. 3M Electrostat - (Not yet on market) (Discussed with O/Log)
- j. Smith Corona - (Not yet available) (Discussed with O/Log)  
(For some brochure information, see TAB B)

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7. Friday, 20 April 1962, I briefed [redacted] Chief, SRS, on the status of this research explaining to him that:

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a. His request for a copy machine was not disapproved; however, no machine has been found to meet his needs.

b. His staff does not want a Thermafax or a chemical process machine. Our search continues for an acceptable dry process unit.

c. The proposal that his staff use Printing Services Division, Office of Logistics, was not put into practice because his staff felt too many papers were sensitive and it did not pay to separate the material to send only a few pages to the printer. Therefore, the staff continues to do all their copy work on the SRD autostat. They also feel Thermafax copies are not long-lasting enough for their files.

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d. The offer to move one SRD autostat to SRS was not accepted because of the problem of daily chemical mixing and machine care.

e. The machine possibilities were discussed with [ ] of his Staff, but a conclusion was not yet reached. The "Apeco Electrostat" seems to meet most SRS requirements. I recommend the Xerox 914, but the Staff feels it is too large. [ ] wishes to check a new dry process machine the Minnesota Mining and Manufacturing Company plans to market very soon.

f. From my view of the considerable and unique copy work in SRS, I believe a machine is needed. I have asked his Staff to obtain specific statistics on their reproduction activities that can substantiate a purchase request.

8. [ ] agrees that a Thermafax is out of the question. In fact he feels Technical Services Division should be consulted concerning any machine selected because some machines leave a tell-tale effect on certain documents. He also stated that his clerical personnel spend too much time out of the office reproducing sensitive material loaned to his Staff. His original request referred to an autostat as a kind of copy machine and was not a firm request for only that machine.

9. On Monday, 23 April, [ ] and I visited copy machine operations in the Office of Personnel (Xerox-914 and Oxalid), Printing Services (Apeco Electrostat and Xerox), and Security Records Division (Autostat). [ ] is considering this information and plans to contact me in the near future.

10. Action taken relative to the reproduction requirements of other components in the Office of Security was the development of an Office Notice on 23 January indicating the copy machines and printing services available (TAB C).

11. Redistribution of existing machines for greater efficiency is a continuing consideration. Similarly, the advantage and economies

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of a central copy reproduction facility are always a part of machine discussions. However, no definite action has been undertaken because of several other priority activities. In line with such action in the future, Miss Kearney has completed an analysis form I designed to collect statistics on copy reproduction activities throughout the Office of Security.

12. The plans for the future of this study include:

- a. Conclusion of the effort to satisfy the copy-making needs of SRS.
- b. Collection of copy-reproduction statistics in O/S.
- c. Continued examination of several promising copy machines due on the market soon in this rapidly changing field of reproduction.
- d. Continued critical review of existing copy making activities with a view to recommending improvements in equipment and procedures.
- e. At present, this study is considered of a low priority, and its termination is not expected before the end of 1962.

Records Management Officer  
Office of Security

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